



## New Residential Plan Review Checklist

Address: \_\_\_\_\_ Date Received: \_\_\_\_\_

\_\_\_\_\_ **Permit Application**

\_\_\_\_\_ (2) Site plans to include:  
Legal Description (lot, block, subdivision)  
Property lines and lot dimensions  
Proposed structure and all existing buildings  
Proposed Flatwork  
All easements  
North arrow and scale  
Setbacks- approved setbacks for front, side and rear of house must be shown on site plan

\_\_\_\_\_ **Energy Code Energy Star compliance form:**

\_\_\_\_\_ **(1) Engineered Foundation and Sheer wall plans (11 X 17)**

\_\_\_\_\_ **(1) House Plans to include:** Floor plans, exterior elevations, roof design, mechanical design, electrical design, plumbing design, construction details, window/door schedule, Masonry on wood details **(11 X 17)**

\_\_\_\_\_ **(1) Electronic Copy** of all of the above: Permit application, site plan, energy code compliance, engineered foundation and sheer wall designs and house plans. Please make sure that this is rewritable as we will send your approved plans back on this Jump drive or Rewritable disc.

Other forms that may be needed: Contractor Registration for General, Electrician, Plumber and Mechanical

**\*\*ALL PLANS SHOULD ALL BE ON 11 X 17 PAPER\*\***